

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM: DDS&T/CDC 6E40 Hqs.			EXTENSION	NO.
				DATE
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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FYI: Also attached is the
Week 2 schedule.

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21 March 1983

MEMORANDUM FOR:

[redacted]
Director, Office of Community Coordination, ICS

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FROM:

[redacted]
Director, DDS&T Career Development Course

25X1

SUBJECT:

Presentation for the DDS&T Career Development Course

1. Thank you for accepting the invitation to address DDS&T Career Development Course No. 24 on Monday, 4 April 1983, from 1300 to 1430 in Room 6E60, Headquarters Building.

2. You will be speaking to the course during the second of its 12 weeks. As you may recall, during that week we look at the control and coordination of the activities of the Intelligence Community. We hear from key members of various Intelligence Community components, from OMB, the NSC and several Congressional staffs. [redacted] has agreed to talk to the class about the IC Staff in general terms. I would like to have you explain to the group the structure and responsibilities of the Office of Community Coordination. An understanding of that function obviously is fundamental to comprehending coordination in the Community.

25X1

3. As you may remember, the suggested presentation format is for the speaker to deliver about 45-55 minutes of prepared remarks and leave the remainder of the time for questions. We try to be informal and, of course, all remarks are nonattributable.

4. If you have handout material which explains the structure and functions of the Office of Community Coordination, please send it to me so I can give it to the class members to read before you speak.

5. The members of the class have Top Secret, multi-codeword clearances. A copy of the class roster is attached. Also included are a copy of the course objectives and a program summary.

6. [redacted] the CDC Administrative Assistant, will phone your office a few days prior to your presentation to see if you will require any special briefing aids or equipment.

25X1

7. If you have any questions regarding the course or about your presentation, please call [redacted] or me on extension [redacted]. In the meantime, I look forward to seeing you on 4 April.

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Attachments:
As stated

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DDS&T
CAREER DEVELOPMENT COURSE
OBJECTIVES

THE DDS&T

To present a comprehensive review of the components of the Directorate for Science and Technology, their missions, functions, operating procedures, and user relationships.

THE AGENCY AND THE COMMUNITY

To create a greater awareness of the intelligence environment in which we work through a broader perspective of other governmental and industrial activities that relate to national intelligence.

THE USER

To provide knowledge and understanding of the intelligence consumer, his intelligence needs, and his use of intelligence products.

TECHNOLOGY AND CAPABILITIES

To learn at first hand about types of technology, hardware, and facilities which have application to current and future intelligence capabilities.

PROFESSIONAL DEVELOPMENT

To enrich the student's professional scope and potential through observation and discussion of management and analysis principles and techniques as applied in the Agency, and through enhancement of his opportunities for communication throughout the Agency and the Intelligence Community.

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DDS&T CAREER DEVELOPMENT COURSE

Program Summary

Week 1

This segment deals with DDS&T management, organization, and mission and functions. It includes overviews of the offices in the directorate and addresses major issues of concern to the directorate and the Agency. Activities will include a brief discussion of future intelligence and some DDS&T history, member presentations, and briefings by DDS&T office directors and DDS&T staff personnel.

Week 2

This segment is designed to place in perspective the activities and processes involved in controlling and coordinating U. S. intelligence activities. During this week speakers will address those activities and processes as well as the organizational structure and functions of the DCI staff, the Intelligence Community Staff, the National Intelligence Council, congressional oversight committees, the Office of Management and Budget and the National Security Council. Also included in this segment, and going on into Monday of the third week, will be briefings from several Agency support offices.

Weeks 3 - 12

This segment addresses the major aspects of the intelligence process, with emphasis on Agency and particularly DDS&T functions. The topics covered include: collection, processing, production, user needs, intelligence product utilization, research and development and system deployment. Subelements of this segment include briefings by each Agency directorate on the following aspects: directorate and office organization, responsibilities, functions, products and interaction. Various Intelligence Community committees involved in the intelligence process from initial R&D requirements through intelligence report production will be heard from. Collection system development and operation will be addressed, and special support activities will be covered. Briefings by individuals from private industry and from selected non-Intelligence Community government components also will be included in this segment. Several field trips are scheduled for this part of the course.

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DDS&T CAREER DEVELOPMENT COURSE NO. 24

Schedule

WEEK 2

4 - 8 April 1983

MONDAY: 4 April - 6E60 Hqs.

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0845-1015 Office of the Director

Spec Asst to DCI

1015-1030 Break

1030-1200 Intelligence Community Staff

Director, IC Staff

25X1

1200-1300 Lunch

7 1300-1430 Office of Community Coordination, ICS

Director, O/CC

25X1

1430-1445 Break

1445-1600 Office of HUMINT Collection, ICS

Chmn/Collection
Coordinating Subcom
of HUMINT Com

25X1

TUESDAY: 5 April - 6E60 Hqs.

0900-1030 COMIREX

Chmn/COMIREX

25X1

1030-1045 Break

1045-1200 SIGINT Committee

Chmn/SIGINT Com

25X1

1200-1300 Lunch

1300-1400 Executive Director

Charles Briggs
Executive Director

1400-1445 Break

1445-1600 National Intelligence Council

Henry Rowen
Chmn/NIC

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WEDNESDAY: 6 April - Hqs.

0900-1030	National Security Council - <u>6E13 Hqs.</u>	<u>Frederick Wettering</u> Staff Member/NSC
1030-1045	Break	
1045-1200	Senate Select Committee on Intelligence - <u>6E60 Hqs.</u>	<u>Edward Levine</u> Staff Member/SSCI
1200-1300	Lunch	
1300-1415	House Appropriations Committee	<u>James Van Wagenen</u> Staff Asst/HAC
1415-1430	Break	
1430-1600	Office of Management and Budget	<u>Arnold Donahue</u> C/Intel Br/OMB

THURSDAY: 7 April - 6E60 Hqs.

0900-1030	Office of Inspector General	<div data-bbox="1073 854 1365 928"></div> Deputy IG	25X1
1030-1045	Break		
1045-1200	Office of General Counsel	<div data-bbox="1083 1026 1430 1079"></div> Deputy GC	25X1
1200-1300	Lunch		
1300-1430	Office of Personnel	<u>James Glerum</u> D/Personnel	
1430-1445	Break		
1445-1600	Office of External Affairs	<div data-bbox="1091 1350 1357 1392"></div> DD/OEXA	25X1

FRIDAY: 8 April - Hqs.

DDA Schedule TBA

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